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LA JOYA INDEPENDENT SCHOOL DISTRICT
Discretionary Leave Request

State Personal Leave days may be used for scheduled leave taken at the employee's discretion (discretionary leave). A five day prior notice should be given to the principal or supervisor unless there are extenuating circumstances. Discretionary leave will be considered approved by the supervisor if notice to the contrary is not given to the employee within 48 hours of the supervisor's receipt of request.

Discretionary Leave may not be taken for more than two consecutive days without approval by the superintendent and may not be taken on the day before or after a school holiday, days scheduled for end of semester, end of year, or TAAS tests; or scheduled staff development days.

Employee	Social Security #
Campus	Position

Date(s) of Requested Leave _____

Reason for Request _____

Employee's Signature	Date
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Supervisor's Signature	Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Superintendent's Signature (if required)	Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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This form must be attached to any discretionary leave reported on Absence From Duty Report.

Yellow - Supervisor

Pink - Employee

White - Payroll